

Worksheet M2. Developing Your Budget

Cost category or basis for cost estimate	Cost estimate	In-kind contributions (explain where relevant)
A. Project management		
1. Hours spent by your team to plan, coordinate, and manage the project For each staff member assigned to the project, indicate the hourly cost and the estimated number of hours on the project. Refer to the tasks you have assigned each staff member in Worksheet A. Use that to estimate the number of hours needed to complete the task(s).	Name of staff member: (1) Hourly rate:\$ (2) Est. number of hours :..... 1x2= Cost to project.....\$ Name of staff member: (1) Hourly rate:\$ (2) Est. number of hours:..... 1x2= Cost to project.....\$ (Add staff members as appropriate.)	
2. Staff travel For each staff member estimate number of trips and average cost per trip.	(1) Number of trips..... (2) Average cost per trip:\$ 1x2=Total travel cost:\$ (1) Number of trips..... (2) Average cost per trip:\$ 1x2=Total travel cost:\$ (Add staff members as appropriate.)	
3. Consultant hours on the project For each consultant assigned to the project, indicate the hourly cost and the estimated number of hours on the project.	Consultant 1: (1) Hourly rate:\$ (2) Est. number of hours:..... 1x2= Cost to project.....\$ (Add consultants as appropriate.)	
4. Project management cost subtotal not accounting for in-kind contributions (Add rows 1 to 3.)	\$	

B. Vendor costs¹		
5. Clean and prepare sample (If vendor is drawing the sample, that should be reflected here.)	\$	
6. Assemble and print questionnaires	\$	
7. Cost of translation into relevant languages Translation costs vary and can range from \$20 to \$75 per page. The higher end costs generally include formatting the questionnaire, while the lower end costs do not.	\$	
8. Develop CATI/telephone script	\$	
9. Mailing of survey	1. Mailing Advance Letter:\$ 2. Mailing Wave 1:\$ 3. Mailing Thank You card\$ 4. Mailing Wave 2:\$ Total (1+2+3).....= \$	
10. Conduct telephone interviews	\$	
11. Process all returned questionnaires and completed telephone interviews	\$	
12. Enter data	\$	
13. Clean and prepare data file	\$	
14. Analyze data	\$	
15. Submit final data file and ALL supporting documentation	\$	
16. Vendor cost subtotal (Add rows 5 to 15 not accounting for in-kind contributions.)	\$	

¹ You can obtain these costs from the final budget that was included in the contract signed with the vendor.

Reports development costs**17. Development cost**

Include cost of developing mockups, testing, and creating the final draft for review.

\$

18. Cost of creating the final camera-ready copy

Include cost of inserting final output from analysis program into the report, proofing, reviewing, and creating the final camera-ready copy.

\$

19. Printing costs

Include number of pages, number of colors, and type of paper.

Number of pages:

Number of colors:

Type of paper:

Cost of printing:\$

20. Reports development cost subtotal

(Add rows 17 to 19 not accounting for in-kind contributions.)

\$

21. Gross project budget not accounting for in-kind contributions

(Add rows 4, 16 and 20.)

\$

22. Total monetary value of all in-kind contributions

\$

23. Net project budget after accounting for in-kind contributions

(Gross budget – total monetary value of all in-kind contributions; row 21-22.)

\$

